

Accountant I



Monthly Salary: \$6,243.17 - \$7,588.62

Opening Date: 11/1/2017

Final Filing Date: 11/17/2017

The Position

The Accountant I reports to the Assistant Director of Finance & Information Systems and works with the Business Services Division to perform a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; assists in the preparation of assigned budgets, annual audit, and year end closing; accounts payable, cash receipts, accounts receivable, purchase orders and payroll processing; and provides highly responsible staff assistance to assigned management staff.

In addition, the ideal candidate must work as a responsible member of a high-performing team of accounting professionals to assist in the production of the City's financial publications including the annual budget and Comprehensive Annual Financial Report (CAFR). The ideal candidate will demonstrate strong analytical skills, have an interest in professional development, and an excellent customer service mind-set.

To view the job description please visit: <http://www.brentwoodca.gov/gov/hr/jobDescription.asp?JobID=43>

Position Requirements

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Education: A Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance, or related field.

Experience: Some accounting related experience is desirable.

Benefits

- CalPERS Health Care: City Contributes up to \$1,567 (effective 1/1/2018)
- \$110/month matching 457 Deferred Compensation plus additional 2% of salary (no matching)
- CalPERS Retirement
- Vacation, Sick, Holidays, Personal Time Off

To view all Professionals and Supervisors Unit benefits, please visit the Benefit Summary at:

www.brentwoodca.gov/benefits



Selection Process

Applicants are required to submit a Brentwood Employment Application, Supplemental Questionnaire, Cover Letter, Resume, and Transcripts to Meredith Nahm at HumanResources@brentwoodca.gov by **Friday, November 17, 2017**.

The Brentwood Employment Application and Supplemental Questionnaire are located at <http://www.brentwoodca.gov/gov/hr/default.asp>.

Tentative Interview Dates

- Written Exam: December 5, 2017
- Panel Interviews: December 12, 2017
- Department Interviews: December 19, 2017

Recruitment Contact

Meredith Nahm, Administrative Secretary
(925) 516-5191
HumanResources@brentwoodca.gov

The City of Brentwood is an Equal Opportunity Employer